

## **New Jersey Civil Service Commission**

### **2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE Police Chief, Deputy Police Chief, and Police Inspector**

#### **TABLE OF CONTENTS**

Introduction	2
When and where will the examination be held?	2
How is the examination developed?	3
Will all of the work components listed in the guide be included on the examination?	3
How will promotions result from the examination?	3
Is there study material that candidates can use to prepare for the examination?	4
How is a candidate's seniority score and final score calculated?	4
Will make-up candidates take the same examination?	5
What is the Civil Service Commission's public safety testing make-up policy?	5
What is the Civil Service Commission's ADA accommodation policy?	6
Conclusion	6

## 2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE

### *Introduction*

The New Jersey Civil Service Commission (CSC) has prepared this supplemental orientation guide for promotional candidates who will participate in the 2012 Police Chief, Deputy Chief, and Inspector Oral Examinations. The information in this booklet is designed to help candidates better understand the testing process and the types of questions they will encounter on the Senior-Level Police examinations. The examinations will be designed utilizing the information obtained from the job analyses for each of the specific titles. We encourage candidates to use this guide and take advantage of all opportunities to prepare for the examination. Please note that suggestions made in this guide are not exhaustive.

### *When and where will the examination be held?*

The **tentative** dates to administer the Senior-Level Police examinations are during the week of **December 10 through 14, 2012**. The examinations will be held at the CSC Testing Center, located at Bldg. #3, Station Plaza, Trenton, NJ. In the event that there are difficulties scheduling the examinations, the examination dates may change. The test dates will be confirmed when candidate examination notices are mailed, two to three weeks prior to the test dates. **Please note: The Civil Service Commission will update this guide should the test dates change.**

With the threat of high-tech cheating on the rise, possession of personal communication devices, such as cell phones, BlackBerrys, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices, is prohibited at test centers. Candidates who are seen with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should not be brought inside the test center. The Civil Service Commission is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed or distracted.

## 2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE

### *How is the examination developed?*

Job analyses were conducted to identify the knowledge, skills, and abilities that are necessary to perform each of the three titles that comprise the Senior-Level Police testing (Chief, Deputy Chief, and Inspector). A job analysis is the process of critically examining job components in order to provide a functional description of a job. As a part of these job analyses, staff from the Civil Service Commission visited various police departments throughout the State. They gathered information about these jobs through interviews and observations of on-the-job activities of incumbent (permanent) Police Chiefs, Deputy Chiefs, and Inspectors. Based on these job analyses, several work components were identified. Each examination has been developed around the work components that were found to be most critical to the specific title. The work components include:

Criminal Law  
Police Management  
Police Administration  
Personnel Problem Solving  
Police Personnel Management  
Community Relations  
Court Decisions and Case Law

### *Will all of the work components listed in the guide be included on the examination?*

During the job analysis, senior police personnel ranked each of the individual work components in terms of their importance. Examination questions may be from any of the work component areas listed. NOTE: Each examination may not cover all components listed.

### *How will promotions result from the examination?*

After the examination is scored, candidates will be ranked within their particular jurisdiction according to their final score (a composite of oral exam score and seniority score). Promotions to the level of Police Chief, Deputy Police Chief, or Police Inspector are made from a certified list based upon this ranking. **Please Note: Promotional appointees are considered to be serving conditionally, pending resolution of all scoring appeals related to the examination. Until all appeals are resolved, it is entirely possible for candidates to change places on the list.**

## 2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE

### *Is there study material that candidates can use to prepare for the examination?*

The following sources are used by the Civil Service Commission to develop test questions. Please note, however, that the development of all test questions may not be restricted to these particular sources.

Constitution of the United States and Amendments  
United States and New Jersey Court Decisions / Case Law  
New Jersey Criminal Code 2C, Title 2A, Title 9  
Motor Vehicle and Traffic Laws Title 39  
New Jersey Attorney General's Guidelines & Directives

### *How is a candidate's seniority score and final score calculated?*

A candidate's final score (and rank) on a New Jersey Civil Service Commission Police promotional list consists of two weighted parts: the test score and the seniority score. The seniority score combines two elements. The first, length of service, is the time from the permanent appointment date (of the eligible title) to the closing date of the announcement, minus the time spent on suspensions, layoffs, and regular leaves of absence without pay other than military, educational, gubernatorial appointments, personal, sick, disability, family, voluntary furlough, furlough extensions, and to fill elective office (day for day deductions for length of service). The second element, record of service, adds a maximum of ten points to the seniority score. The ten points are reduced by disciplinary suspensions up to five years from the closing date.

Seniority is weighted at 30% and test score is weighted at 70% for Senior-Level Police Promotional examinations. Seniority is combined with the test score to produce the final average score.

### *CALCULATION OF SENIORITY SCORE*

To a base score of 70.000, one point is added for each year of eligible service up to a maximum of 15 points, so the highest possible score for this portion of the seniority calculation is 85.000. Ten additional points are given for record of service. The record of service component is reduced by disciplinary suspensions occurring within five years of the closing date by the following rules:

- .0025 times the number of days suspended, up to three years from the closing date; and
- .00125 times the number of days suspended, from 3 years to 5 years from the closing date.

The maximum possible seniority score is 95.000.

## 2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE

### *Will make-up candidates take the same examination?*

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills, and abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination.

### *What is the Civil Service Commission's public safety testing make-up policy?*

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized **ONLY** in cases of:

- I. Error by the Civil Service Commission or appointing authority;
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate;
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work
- IV. Military leave will be handled as stated in N.J.A.C. 4A:4-2.9(c)
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d)

Make-up requests must be submitted, in writing, with supporting documentation, to: NJCSC Make-Up Exam Unit, P.O. Box 310, Trenton, NJ 08625-0310 within 5 days upon receipt of your Notification Card.

**NOTE:** All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at <http://www.state.nj.us/csc/about/publications/forms/>.

## **2012 SENIOR-LEVEL POLICE ORIENTATION GUIDE**

### ***What is the Civil Service Commission's ADA accommodation policy?***

Candidates who require special assistance or ADA accommodations for this exam must check Box 8 on the front of their application, regardless of whether or not they've previously been approved for accommodations with CSC in the past. Candidates who are indicating a need for accommodations for the first time will subsequently be contacted with further instructions.

Upon receipt of the exam notice with the test date, time, and location information, candidates who are already on file with CSC as being approved for accommodations must contact Marty Berrien at (609) 292-4144, extension 1991001, in order to discuss the specifics of their accommodation needs for this exam.

### ***Conclusion***

This orientation guide was designed to help familiarize candidates with aspects of the Senior-Level Police Promotional Examination process. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

***We hope that this Orientation Guide has been beneficial to you.***

***GOOD LUCK!***